

Sullivan County NH

Type of Meeting: Board of Commissioners –DOC 2004 Award Presentation Regular Public Meeting

Date / Time: Feb 15, 2005; 1 PM DOC Award Presentation and 1:30 PM
Business Meeting
Place: Sullivan County Unity Complex / Nursing Home 1st Floor,
Activities Room

ATTENDEES: Commissioners Donald S. Clarke – Chair, Bennie C. Nelson Vice Chair and Ethel Jarvis – Clerk; Scott Hagar – DOC Superintendent; Ed Gil de Rubio – County Manager (arrived at 1:15 p.m.) Sharon Johnson-Callum (minute taker); Greg Chanis – Facilities & Operations Director (arrived later). **DOC Employees present:** Cindy Adams – *Sergeant*, Lori Blake – *DOC Secretary*, Terry Hackett – *Correctional Officer*, Carol Lady – *DOC R.N.*, Sherry Lee – *Sergeant*, Jason Lemere – *Officer First Class*, Sean Mellish – *Corporal, FTO*, Heather Murphy – *Correctional Officer*, Douglass Roberts – *Sergeant, Director of Inmate Programs*, Gary Wallace – *Corporal*.

OTHER PUBLIC ATTENDEES: Linda Stavely – Assistant Director and Linda Foisy – Dietary Director

1:00 PM Commission Donald Clarke brought the meeting to order. All recited the pledge of Allegiance.

AGENDA ITEM NO. 1 DOC AWARD PRESENTATION

DOC Superintendent, Scott Hagar, indicated DOC had great attendance. Hagar noted DOC had two-thirds success rate for their 4th quarter. Hagar proceeded with the three categories of awards he was presenting,

1. **2004 Perfect Attendance** certificates were given to: Lori Blake, Terry Hackett, Carol Lady, Jason Lemere, Sean Mellish, Heather Murphy, Douglass Roberts and Gary Wallace.
2. **Longevity Award Certificate** and pins were presented (with assistance from Comm. Clarke) to: Cindy Adams and Sherry Lee, for their 20+ years of service.
3. **2004 DOC Employee of the Year Award**, as selected by the DOC employees, was awarded to Sean Mellish.

Commissioner Clarke thanked all for perfect attendance.

County Manager arrived at meeting and complimented the officers and superintendent for a great year. Board congratulated all employees. Sam Fletcher, Human Resource Assistant, took pictures of each award group.

AGENDA ITEM NO. 2 MEETING MINUTES REVIEW

FEB 1, 2005 PUBLIC MEETING MINUTES

- 1:17 A motion was made by Commissioner Nelson to approve the Feb 1, 2005 public meeting minutes. Commissioner Jarvis seconded the motion. Discussion: Commissioner Nelson indicated, page 3, the motion done at 3:04, should indicate motion carried "unanimously". Commissioners concurred. Voice vote taken, motion carried unanimously with corrections.**

FEB 1, 2005 EXECUTIVE SESSION MEETING MINUTES

- 1:18 A motion was made by Commissioner Nelson and seconded by Commissioner Jarvis approve the Feb 1, 2005 Executive session minutes as typed. There was no discussion. Motion carried unanimously in a voice vote.**

AGENDA ITEM NO. 3 LETTER OF SUPPORT REQUEST / STUDENT CONSERVATION ASSOCIATION

Commissioners reviewed copies of a letter; dated Jan 26, 2005, from SCA representative, Elizabeth Adams, asking for support from the Board of Commissioners for facility and program improvements they wish to do, with anticipated funding through Federal government.

Commissioners reviewed the letter, which required Commissioner Clarke's signature as Chair.

- 1:20 A motion was made, by Commissioner Nelson, to allow the Chair to sign the letter of support. Commissioner Jarvis seconded the motion. Discussion: County Manager indicated the SCA would use the letter to apply for Federal funding. Voice vote taken and motion was carried unanimously.**

AGENDA ITEM NO. 4 UNITY CONSERVATION EASEMENT

Commissioner Clarke discussed contents of e-mail from George Lamprey, the Laconia appraiser previously contacted to regarding the property, which Unity wishes to place in a conservation easement. Clarke indicated Mr. Lamprey indicated his fee would be \$75 per hour and based on the information provided - that the property is located on a class six road - he would review the comps and walk the property; the job rate would run approximately \$3,800 to \$4,800.

Commissioner Clark suggested taking it under advisement, including the fee in the budget and ultimately allowing the Delegation to decide how they want to proceed. County Manager confirmed he'd place the expense in the FY 06 budget. Commissioner Jarvis confirmed she'd follow up with Bard Flanders once the meeting minutes were complete.

AGENDA ITEM NO. 5 COUNTY MANAGERS' REPORT

FY 06/07 GOVERNOR'S COMMISSION RFP

County Manager discussed the \$232,000 FY 06/07 Governor's Commission funding application they were working on through the Alcohol and Drug Prevention, Intervention and Treatment Commission. The funding would continue the full time LADAC at the Newport School and propose full time LADAC to be shared between DOC and Claremont School. County Manager indicated they would be applying separately for a grant writer, who would coordinate future drug and alcohol prevention funding for County.

HB464

Commissioner Nelson requested County Manager to keep Representative Gale abreast of the DOC part time LADAC proposal. Group discussed HB 464 – a bill created by Rep. Harry Gale pertaining to County hosting a treatment center at Unity site. The bill is in preliminary stages and just looking for a site. County Manager indicated Gale is trying to lay the foundation, with the State, in case the Commissioners and Delegation want to continue. He pointed out Gale had run into obstacles in a prior situation with another county, through the state, so Gale had indicated he was hoping to avoid that through this bill. County Manager indicated Gale requested an appointment at the Commissioners March 1st meeting to discuss the bill.

AGENDA ITEM NO. 6 COMMISSIONERS REPORT

NRCS – WHIP

Commissioner Clarke noted Natural Resources Conservation Service (NRCS) sent Wildlife Habitat Incentives Program (WHIP) goals and program information to the Board. Minute taker passed out copies (see copies on file). He noted funding from these programs could be used in conjunction with current state habitat improvement grant, such as the Fish & Game grant they previously attained. Commissioners discussed ideas for use: improve upon road access or trails.

Greg Chanis, Facilities & Operations Director was given a copy and will look into it. Minute taker will attain deadline for application and e-mail that to Chanis.

1:36 A motion was made by Commissioner Nelson to give Greg Chanis and the County Manager authorization to make financial applications under the WHIP contract. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken and the motion carried unanimously.

MARCH MEETINGS TO RESCHEDULE

It was indicated no changes were needed to the Board meetings, which will be held March 1st and 15th.

SIDE NOTE ON UPCOMING MEETING

County Manager indicated Representative Cloutier called proposing to hold a special meeting March 7th, to continue discussions for the new Delegates who have questions for Attorney Hathaway.

Commissioner Jarvis or Nelson indicated they had no other updates at this time.

AGENDA ITEM NO. 7. PUBLIC PARTICIPATION

Linda Stavelly and Linda Foisy were acknowledged as public participants. Stavelly indicated it was nice to see employee recognition and asked them to give her a heads up on the next County Pan Cake Breakfast.

AGENDA ITEM NO. 8, NO. 9, AND NO. 10

EXECUTIVE SESSION

County Manager indicated the three executive sessions were requested for County personnel issues.

- 2:00 A motion was made by Commissioner Nelson to go into Executive Session. Commissioner Jarvis seconded the motion. No discussion. Roll call vote was taken and all were in favor.**

Group reconvened in the Business Conference Room, 1st Floor of Nursing Home.

- 3:30 A motion was made, by Commissioner Nelson, to go out of non-public session. Commissioner Jarvis seconded the motion. There was no further discussion. Motion carried as all were in favor.**

- 3:31 In regards to the layoff / reorganization of staff at the Sullivan County Nursing Home, a motion was made for the Sullivan County Nursing Home to eliminate the positions of Unit Aide's at the end of the LNA training program. Sullivan County will provide for the displaced workers for the following:**

- 1) Training program for those employees who wish an opportunity to advance to the position of LNA with full pay and benefits.**
- 2) Provide 8-week severance pay for employees that have chosen not to pursue LNA training.**
- 3) Assist displaced workers in acquiring other employment.**
- 4) Provide per diem positions for LNA's that have successfully completed training if no staff position is available and offer these employees first refusal when staff positions do become available.**

Commissioner Clarke seconded the motion. There was no discussion. A voice vote was taken. 2 –yes. Commissioner Jarvis apposed. Motion carried 2–1 majority.

- 3:37 A motion was made to go back into executive session to discuss the Johnson case, reconvened from Feb 1st meeting. There was no discussion. A roll call vote was taken, and all were in favor.**

- 4:01 A motion was made, by Commissioner Nelson, to come out of executive session. Comm. Jarvis seconded the motion. There was no discussion. Motion carried unanimously.**

- 4:02 A motion was made, by Commissioner Nelson, per facts presented to terminate Mr. Johnson. Commissioner Jarvis seconded the motion. There was no discussion. Voice vote was taken and motion carried unanimously.**

4:03 Mr. and Mrs. Johnson left room.

County Manager confirmed a letter of termination, which would include appeal procedurals, would be drafted by HR Director and would require all three Commissioners to sign. Commissioner Nelson requested copy of RSA to be included with the letter.

NHAC AFFILICATE / SIDE NOTE:

Feb 15, 2005 meeting minutes.
Approved @ Mar 1, 2005 meeting.

Commissioners noted they would be unable to attend 10 a.m. Thursday NHAC Nursing Home Administrator Affiliate meeting in Concord. County Manager confirmed he would attend.

4:15 A motion was made, by Commissioner Nelson, to go back into executive session per RSA 91-A:3.II.c., in order to discuss another personnel issue. Commissioner Jarvis seconded the motion. There was no discussion. A roll call vote was taken, which carried unanimously.

4:15 County Manager and minute taker left meeting.

5:15 A motion was made to come out of executive session and adjourn meeting. Motion seconded and carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ethel Jarvis". The signature is written in dark ink and is positioned above the printed name and title.

*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.j-c.